

## **Instructions for 2012 Annual Solid Waste Facility Report – Construction & Demolition Processors or Construction and Demolition Transfer Stations**

### **Overview**

<b>Introduction</b>	<p>The reporting package consists of the instructions and the forms for Construction and Demolition (C&amp;D) Processors and C&amp;D Transfer Stations. The Instructions are divided into three sections:</p> <ol style="list-style-type: none"><li>1. Obtaining Forms</li><li>2. Reporting Process</li><li>3. Conversion Factors and Material Types</li></ol>
<b>Purpose</b>	<p>Solid Waste Annual Report Forms provide the Department of Environmental Protection (MassDEP) and the public valuable information on the types and quantities of solid waste handled at individual facilities and by aggregation across the state as well as reporting on a calendar year's basis.</p>
<b>Authority</b>	<p>The Annual Report Forms are based on the requirements in 310 CMR 19.008(2), 19.043(5)(e), 19.130(34)(d) and 19.207(22)(d).</p>

### **Obtaining Forms**

<b>Electronically Mailed by MassDEP</b>	<p>Report forms are available from MassDEP's website at: <a href="http://www.mass.gov/dep/recycle/approvals/swforms.htm#afr">http://www.mass.gov/dep/recycle/approvals/swforms.htm#afr</a>.</p> <p>The report form downloads as a MS Word document.</p>
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## Reporting Process

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<b>Introduction</b>	If your facility accepts both Construction and Demolition Waste and Municipal Solid Waste you must report these separately in the 2012 Solid Waste Facility Report in Sections C and D.
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<b>Facility Identification</b>	Fill in all information on page 1.
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<b>Signature</b>	Sign and date the Form at the bottom of Page 1.
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<b>Due Date</b>	Construction and Demolition Processing and Transfer Station Annual Report Forms are due by <b>February 15, 2013</b> .
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<b>Mailing to DEP</b>	Send completed report form(s) and any attachments to:
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MassDEP Boston  
One Winter St., 7th floor  
Boston, MA 02108  
Attn: Paul Walsh

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<b>Questions</b>	Contact Paul Walsh at MassDEP in Boston (617) 556-1011 or <a href="mailto:paul.h.walsh@state.ma.us">paul.h.walsh@state.ma.us</a>
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## Conversion Factors and Material Types

### Conversion Factors

The following factors may be used to convert from cubic yards (cy) or count (each) to tons.

Waste/Material	Conversion	Waste/Material	Conversion
Asphalt, Brick & Concrete	1.5 tons/cy	Mattresses	0.035 tons each
Brush	0.25 tons/cy	Municipal Solid Waste	0.5 tons/cy
C&D Waste	0.25 tons/cy	Sludge (WTP/WWTP)	0.33 tons/cy
Catch Basin Cleanings	1 ton/cy	Soil & Contaminated Soil	1.65 tons/cy
Commingled Containers	0.09 tons/cy	Street Sweepings	1.35 tons/cy
Dredge (Fresh/Marine)	1.35 tons/cy	Tires	0.01 tons each
Grass	0.33 tons/cy	Wood Waste & Wood Chips	0.33 tons/cy
Leaves	0.2 tons/cy		

### Material/Waste Type Table

The following material/waste type definitions are provided exclusively for use in completing the 2011 Solid Waste Facility – Construction and Demolition Processor or Transfer Station form. Please refer to them particularly when completing the form.

Construction and Demolition Material	Definition
Asphalt, brick and concrete	Asphalt pavement, brick and concrete from construction activities and demolition of buildings, roads and bridges and similar sources.
Asphalt Shingles	Asphalt roof or siding shingles
Bulky Waste	Waste items resulting from commercial or residential activities with low potential for recovering recyclable materials. In general, these materials are generated during commercial and residential building cleanouts and include items not generally accepted during pickup of the typical daily waste stream generated by commercial and residential activities. Examples of bulky waste include but are not limited to, furniture such as tables, chairs, desks, carpets, and temporary partitions such as cubicle walls and toys.
Construction & Demolition Fines (C&D Fines)	C&D material produced through an initial size reduction and screening process in accordance with a MassDEP BUD and <b>prior to grinding</b> which is: (a) three inches or less (3" minus) in size; (b) consists primarily of dirt (soil) and other inert material, and (c) in no case shall exceed 35% organic content. Any other fine material shall be considered C&D residuals.
Construction & Demolition Waste (C&D Waste)	Building materials and rubble resulting from the construction, remodeling, repair or demolition of buildings, pavements, roads or other structures. Construction and demolition waste includes but is not limited to, concrete, bricks, lumber, masonry, road paving materials, rebar, and plaster.

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Construction & Demolition Wood (C&D Wood)	Wood, or wood chips, derived from C&D Waste.
Construction & Demolition Residuals (C&D Residuals)	C&D material that remains after recyclable materials (asphalt pavement, brick, concrete, metals, wood, clean gypsum wallboard, etc.) have been removed from C&D waste to the greatest extent possible, which may include the C&D fines if not separated out from C&D waste. C&D residuals consist primarily of non-recyclable material.
Clean Gypsum Wallboard	Gypsum wallboard that is not contaminated with paint, wallpaper, joint compound, adhesives, nails, or other substances after manufacture. Gypsum wallboard means a panel (also known as drywall) with a gypsum core and faced with a heavy paper or other material on both sides.
Metal	Ferrous and non-ferrous metals derived from used appliances, building materials, industrial equipment, transportation vehicles, and manufacturing processes.
<b>Other Material</b>	<b>Definition</b>
Asbestos Waste	Any suspect asbestos containing material or material containing one percent or more asbestos as determined by a laboratory using USEPA approved methods and anything contaminated with asbestos such as pollution control devices, bags or containers that held asbestos.
Ash	Residual byproduct of a thermal combustion/reduction process, including all ash fractions (bottom, fly, boiler and economizer ash). This includes MSW ash, oil ash, and coal ash.
Bypass	Waste that was accepted at a combustion facility, but not burned due to either the unsuitability of the waste for combustion or downtime at a combustion facility.
Compostables/ Organics	Leaves, yard waste, food waste, and Christmas trees.
Contaminated Soil	Soil containing constituents exceeding normal background levels but below the threshold of a hazardous waste. Some of these contaminated soils can be used as cover material at landfills while others may only be suitable for landfill disposal.
DPW Waste	Catchment basin cleanout wastes and street sweepings.
Dredge (Fresh/Marine)	Sediments generated from dredging of freshwater and marine waterbodies.
Electronics/ Computers	Electronic equipment including any device with a Cathode Ray Tube (CRT) such as televisions and computer monitors.
General Recyclables	Newspaper, cardboard, mixed paper, scrap metal, white goods, commingled containers, steel/tin cans, aluminum, glass, plastics (#1-7), and textiles/used clothing.

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Other Material	Definition
Loam	Soil mixture of sand, clay, silt, and organic matter such as leaves, grass, brush, or other wood waste.
Mulch	Chipped, shredded, screened, and/or composted organic matter such as leaves, grass, brush, or other wood waste.
Municipal Solid Waste (MSW)	All types of solid waste generated in residences, stores, offices, institutions, restaurants, warehouses, and other non-manufacturing activities, or similar types of solid waste generated from manufacturing operations. MSW does not include solid waste generated in manufacturing or industrial processes.
Sludge (WTP/WWTP)	Accumulated solids and/or semisolids deposited or removed by the processing and/or treatment of gasses, water or other fluids (WTP Water Treatment Plant, WWTP Waste Water Treatment Plant).
Textiles/Clothing	Old clothing or other textiles.
Wood Waste	Discarded material consisting of trees, stumps, and brush, including but not limited to sawdust, chips, shavings and bark. Wood waste does not include new or used lumber, or wood from construction and demolition waste, and <b>does not</b> include wood pieces or particles containing or likely to contain asbestos, chemical preservatives, or paints, stains, or other coatings.

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